



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

October 6, 2011

MEMORANDUM

TO: Local and Intermediate School District Superintendents and
Public School Academy Administrators

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: SE-4107 School Bus Inventory System (SBIS)

The SE-4107 School Bus Inventory System (SBIS) is a web based application utilized by local districts, intermediate school districts, and public school academies to submit data to the Michigan Department of Education on all black and yellow buses used by the district in transporting pupils to and from school. This includes data on all black and yellow vehicles contracted from a third party carrier, such as Dean Transportation and/or First Student.

The new SBIS has been completely rewritten beginning with the 2011-12 school year moving to a new more user friendly electronic database. The system includes enhanced features to help with the data entry process, such as drop down menus. It also has a sort feature to allow districts to sort their fleet inventory by any of the columns with the Edit/Delete or Transfer Screens within the application.

The SBIS will open for districts to begin to add, delete or edit their fleet inventory beginning October 10, 2011. The SBIS can be accessed through the current MEIS page or by accessing the new link directly at <https://mdoe.state.mi.us/SBIS/Login.aspx>

The SBIS is available until June 30, 2012 for districts to make changes to their bus fleet inventory. Beginning with the 2011-12 school year, districts will need to certify their fleet inventory annually. The Certify function is described in the School Bus Inventory User Manual which can be accessed through the MEIS page or at the link below. http://www.michigan.gov/mde/0,1607,7-140-6530_6598_8391---,00.html

Questions regarding accessing or completing the SBIS should be directed to Ms. Debbie Nowlen, Department Technician or Ms. Dianne Easterling, Coordinator, Office of Special Education and Early Intervention Services. Ms. Nowlen and Ms. Easterling may be reached at (517) 241-1235 or email at NowlenD@michigan.gov or EasterlingD@michigan.gov.

cc: Michigan Education Alliance

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